

# LONG MELFORD PARISH COUNCIL

The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH

Tel: 01787 378084 Email: clerk@longmelford-pc.gov.uk



## Full Parish Council MEETING MINUTES

Meeting called for: **7:30pm, Thursday 9<sup>th</sup> June 2022**

Location: **The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX**

Councillors present: **R. Delderfield, J. Ewbank, B. Joyce, R. Kemp, L. Malvisi, , C. Michette, R. Michette, J. Nunn, L. Tipper, D. Watts, J. Watts**

Councillors absent: **S. Powell**

Also attending: **D. Lovelock (Parish Clerk), P. MacLachlan (RFO), A. Sawyer (Cemetery Manager), One Member of the public**

**The Chair opened the meeting at 7:30pm.**

### **22/06-1 PROCEDURAL MATTERS**

#### **(a) Apologies for Absence**

Apologies for absence from the meeting were received from Cllr Powell.

#### **(b) Declarations of Interest & Requests for Dispensation**

No declarations of interest or requests for dispensation were received regarding items on the Agenda.

#### **(c) MOTION: Accuracy of Minutes**

Cllrs Ewbank, Nunn, and Tipper pointed out that the Minutes for the last meeting failed to record that they had recused themselves from the discussion and voting regarding Agenda Item 22/05-5 (f) 'Big Jubilee Lunch Match-Funding' on the grounds that they were involved with the community events committee that was planning it. The Council agreed that the Minutes should be amended to record this.

**Resolved**, that subject to the amendment stated above being made the Council confirms the accuracy of the Minutes for its meeting held 5<sup>th</sup> May 2022.

#### **(d) Public Participation**

No members of the public spoke to participate in the meeting.

### **22/06-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

#### **(a) County Councillor's Report**

Cllr Kemp's report, as previously circulated, was received and noted.

#### **(b) District Councillors' Joint Report (Appendix 1)**

The report from Cllrs Malvisi and Nunn was received and noted.

### **22/06-3 PARISH CLERK'S REPORTS**

#### **(a) Parish Clerk's Report (Appendix 2)**

Items 7 & 8 – Cllr Ewbank advised that the repairs to the Top Green and Old School car parks might be delayed as the contractor had recently been hospitalised. The Report was then received and noted.

#### **(b) Council Action Plan Status (Appendix 3)**

Item 3 – Cllr Delderfield advised that he was still waiting for a response from the Charity Commission Revitalising Team.

Item 6 – Cllr D. Watts confirmed that the PIIP Working Group meeting was to be held 16/06/2022.

### **22/06-4 COUNCIL FINANCIAL MATTERS AS LISTED**

#### **(a) MOTION: Payments Schedule (Appendix 4)**

**Resolved**, that the Council agrees the Payment Schedule for June 2022.

**(b) Cashbook Report (Appendix 5)**

The Cashbook Report for April 2022 was received and noted.

**(c) MOTION: Council IT Fund**

**Resolved**, that the Council purchases a Safescan 1250 coin counting machine at a quoted price of £162.79 ex VAT.

The Council agreed that the RFO should investigate converting its existing donation boxes to a debit card 'tap payment' system, as used by Lavenham Parish Council.

**(d) MOTION: Finance Working Group Report (Appendix 6)**

**Resolved**, that the Council receives and notes the Minutes of the Finance Working Group meeting held 11/05/2022, and agree its recommendations as set out below that:

1. The 2021-22 Internal Audit Report (Appendix 7) is adopted by the Council.
2. The 2021-22 Statement of Income & Expenditure, budget and bank reconciliation (Appendix 8) is adopted by the Council.
3. The 2021/22 Annual Governance Statement (Appendix 9) is adopted by the Council, and the Clerk and the Chair are authorised to sign it on behalf of the Council.
4. The 2021-22 Accounting Statement (Appendix 10) is adopted by the Council and signed by the Chair and the Chair is authorised to sign it on behalf of the Council, noting that as required the RFO has signed the Statement in advance of the Meeting.
5. The 2021-22 Community Infrastructure Levy Expenditure Report (Appendix 11) is adopted by the Council, submitted to Babergh District Council, and posted on the Long Melford Parish Council website.
6. The threshold values referred to in para 11(b) of the Council's Financial Regulations are increased in accordance with legislative changes effective from 1 January 2022 as follows:
  - i. For public service and public service contracts from £189,330 to £213,477
  - ii. For public works contracts from £4,733,252 to £5,336,937
7. The Council increases the Old School Car Park electric vehicle unit charge rate from £0.25 to £0.40.

**22/06-5 OTHER BUSINESS TO BE TRANSACTED**

**(a) Casual Vacancy**

The Council noted that a casual vacancy in the Parish Council has been created by the resignation of Cllr Ian Bartlett, effective from 28/05/2022. It further noted that the Returning Officer and the Monitoring Officer had been informed, and the official notice of vacancy was published on the Council's website and noticeboards on 06/06/2022.

The Chair next asked if the member of the public present had a particular interest in any Agenda item that they might want the Council to consider before it entered closed session. They advised that they had an interest in item 22/06-5 (e), so the Chair moved this up the order of business so that it could be considered next.

**(e) MOTION: Grant Application – Community Association (Appendix 14)**

**Resolved**, that the Council will make a grant of £500 to the Long Melford Community Association towards costs of hiring a marquee for the Village Fete & Produce Show, to be held 9<sup>th</sup> July 2022.

**(b) MOTION: Items Relating to a Closed Session**

**Resolved**, that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for Agenda item 22/06-5 (c) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The member of the public present left the meeting 8:09pm.

**(c) MOTION: Cemetery Capacity – Future Planning (Appendix 12)**

The Cemetery Manager confirmed that the Council's current Cemetery facility was estimated to reach capacity in 2032.

**Resolved**, that:

1. The PIIP Working Group is instructed to progress the acquisition of land for a Cemetery extension and to bring its recommendations back to the Council as soon as possible.
2. The Cemetery Manager is to be co-opted to the PIIP Working Group to bring his professional experience and advice to its deliberations regarding the Cemetery's capacity and a possible extension of it.

3. An offer by Cllr Joyce to undertake a detailed financial forecast for future Cemetery costs and income is accepted.
4. The Council should invite a local landowner to a meeting to discuss purchasing a plot from them.

The Cemetery Manager left the meeting at 8:38pm.

**(d) MOTION: Co-Option Policy (Appendix 13)**

**Resolved**, that the Council adopts the Co-option Policy shown as Appendix 13 with the following amendments:

1. That Appendix A is revised to encourage the applicant, if they wished, to provide details of any skills they might bring to the Council.
2. That Appendix A is revised to delete the requirement for the application form to be counter-signed by two electors of the parish (proposer and seconder).
3. That Appendix A is revised to delete in its entirety the Councillor Person Specification section.
4. That the text of the document is revised if required to accommodate the amendments made to Appendix A.

**(f) MOTION: Car Park Signs**

**Resolved**, that the replacement of four, existing Car Park direction signs with larger items is referred to the Traffic & Parking Working Group for it to obtain quotations and bring its recommendations back to the Council.

**(g) MOTION: War Memorial (Appendix 15)**

**Resolved**, that the Council receives and notes the engineering consultant's War Memorial structural survey report and instructs the Clerk to obtain competitive quotes from reputable monumental masons to carry out sympathetic repairs to the 3no. lower steps, and to refresh the finer details of the carved decorations.

**(h) MOTION: Annual Tree Survey (Appendix 16)**

The Motion was withdrawn after the Council agreed that it would defer selecting a consultant to conduct its Annual Tree Survey until it had had the opportunity to review example survey reports from the three that had provided quotes. The Clerk was instructed to progress this.

**(i) MOTION: New Councillor Code of Conduct (Appendix 17)**

**Resolved**, that the Council adopts the Local Government Association Model Councillor Code of Conduct 2020.

**(j) MOTION: Business Working Group**

Cllr Ewbank advised that the Long Melford Business Association had announced that it would be ceasing its activities within the next few months. Consequently, the Business Working Group was due to meet shortly to consider reconstituting itself as community organisation, separate to the Parish Council, led by representatives from local businesses and possibly with Parish Council delegates among its membership. Cllr Ewbank said he would report back to the Council regarding the meeting outcome in due course. Consequently, the Motion was withdrawn.

**(k) Long Melford in Bloom**

**Resolved**, that a decision to formalise the constitution of Long Melford in Bloom is deferred until the July 2022 Council meeting pending the Clerk and the RFO attending an SLCC training seminar regarding committees and working groups.

Cllr Kemp left the meeting at 9:22pm.

**(l) MOTION: Country Park Committee and Biodiversity Group Amalgamation**

**Resolved, that:**

1. The Terms of Reference of the Country Park will be expanded to include the management and operation of the Melford Walk.
2. The Country Park Committee and the Neighbourhood Plan Steering Committee Biodiversity sub-group will not be amalgamated. Instead, the option will be progressed to formally constitute the Biodiversity Group as a community organisation separate to the Parish Council.

Cllrs C. Michette, R. Michette and J. Watts left the meeting at 9:33pm.



**(m) MOTION: Cordell Place Play Area** (Appendix 18)

**Resolved**, that Cllr Delderfield writes to Babergh District Council:

1. To advise them that the Parish Council is currently unable to accept the recent grant offer because of the ongoing uncertainty regarding the associated lease issue.
2. To enquire why District Councillors Malvisi and Nunn were not consulted by BDC prior to the grant offer being made, and who it was and by what authority they decided that acceptance would be time-limited at short notice to 05/07/2022.
3. To advise them that for the Parish Council to take on a lease and the attendant full responsibility and liability for all of the remedial and upgrade work required at the Park, a realistic sum was in the region of £130,000 and not £30,000 as was currently being offered by them. (It was agreed that Cllr Joyce would provide calculations and costings to support the Parish Council's estimate).

**22/06-6 REPORTS**

**(a) Country Park Committee Report**

Cllr Tipper reported that the Park continued to receive a good number of monetary donations and high attendance by the public. Two 'dawn chorus' early morning walk events had been held with a good educational content, and had proven very popular with the public.

**22/06-7 DETAILS OF NEXT MEETING**

It was confirmed that the next Full Parish Council Meeting would be held at The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 7<sup>th</sup> July 2022.

**There being no further business the Chair closed the meeting at 9:38pm.**

**Signed:**



**J. Nunn**

Vice Chair, Long Melford Parish Council

**Date:**

07/07/2022

**Long Melford Parish Council**  
**Meeting of the Full Parish Council**  
**Thursday 9<sup>th</sup> June 2022**  
**Meeting Pack**



Members of the public can find copies of the documents listed below on the Parish Council's website at <http://www.longmelford-pc.gov.uk>

Agenda Item	Appendix
22/06-2 (b)	1 District Councillors' Report
22/06-3 (a)	2 Parish Clerk's Report
22/06-3 (b)	3 LMPC Action Plan
22/06-4 (a)	4 Payments Schedule June 2022
22/06-4 (b)	5 Cashbook Report April 2022
22/06-4 (d)	6 FINCOM Meeting Draft Minutes May 2022
22/06-4 (d)(1)	7 Internal Audit Report 2021-22
22/06-4 (d)(2)	8 Statement of Income & Expenditure 2021-22
22/06-4 (d)(3)	9 AGAR Governance Statement
22/06-4 (d)(4)	10 AGAR Accounting Statement
22/06-4 (d)(5)	11 CIL Report 2021-22
22/06-5 (c)	12 Cemetery Land Acquisition Briefing
22/06-5 (d)	13 LMPC Co-option Policy DRAFT v1
22/06-5 (e)	14 Community Association Grant Application
22/06-5 (g)	15 War Memorial Structural Survey Report
22/06-5 (h)	16 Annual Tree Survey Quotations
22/06-5 (i)	17 LGA Model Councillor Code of Conduct - Briefing
22/06-5 (m)	18 Cordell Place Play Area Update June 2022

## District Councillors combined report 30<sup>th</sup> May 2022

1. The work on the BDC Parking Strategy continues with a second Online Consultation which will be made available shortly. We urge everyone to participate to help determine the Districts parking needs now and in the future.
2. Last week BDC held its Annual Meeting with new chairmen being appointed to various committees. The Council Chairman is Cllr Kathryn Grandon and the Deputy Chairman is Cllr Derek Davies.
3. Throughout the district residents and Cllrs are getting ready to celebrate our Queen's Platinum Jubilee. Different events are taking place and each will be special. Cllr Nunn and I wish you a very successful Jubilee whatever you have planned.
4. 16<sup>th</sup> – 18<sup>th</sup> June in Sudbury Mayor's Parlour an Exhibition showcasing the Future of Sudbury will take place.
5. A temporary Post Office is being set up in Boreham Gate.
6. Careeriosity is back and is being hosted by Mackman providing opportunities for young people in Marketing and the session is Free.
7. Adam Cliff has been awarded a prize for working hard to recover empty homes in the District to provide shelter for the needy in our communities.
8. We would like to draw your attention to the vacancies listed on BDC website, if you know of any who would like to pursue a career in local government point them towards BDC website.
9. Last but not least Councils consider plan to help residents tackle cost of living  
Cabinet members at Babergh and Mid Suffolk District Councils are to consider a five-point action plan during meetings next month, to support residents and staff through the cost-of-living crisis. In a report published this week, the councils outlined the stark financial challenges faced by many families, with increasing food and energy bills and rising inflation leading to falling living standards and risk of recession. In response, the councils are considering a 5-point plan, bringing together work already underway with new initiatives, under five key headings:

### **Cost of Living:**

- a) Co-ordinating Government support – getting help to those who need it.
- b) Exercising discretion providing welfare support and advice to support those facing hard times.
- c) Maximising partnership working and established systems to provide targeted support where there is a particular trend and need.

### **d) Preventing Crisis:**

- e) Maintaining good health – such as referrals for mental health support, use of council gyms, community-led “wellbeing” initiatives
- f) Ensuring access to food and nutrition – such as healthy eating exercises/initiatives, community gardens and larders, or extra support for local food banks.

The plan brings together a suite of measures that focus on providing advice and support, maintaining people's health, and building on work already underway since the launch of the councils' [Communities](#) and [Wellbeing](#) strategies.

This includes support and funding for local Citizens' Advice centres and local community organisations; specialist support for council tenants struggling to pay their rent; a wide range of discretionary payments, grants, and reductions for those facing financial hardship; and the Holiday Activity and Food programme to combat holiday hunger for families who are struggling through the school breaks.

In addition, the councils will be looking to expand the work its is already doing around social prescribing, working in partnership with health colleagues and partners to help residents maintain good health – whether in our green spaces or through access to leisure facilities.

Proposals also exploring new possibilities such as a discretionary fuel and travel voucher scheme to tackle loneliness for people who are isolated or vulnerable – ensuring family and friends can continue to visit.

Pending approval at next months' meetings, one of the first actions will be to appoint a Cost-of-Living Co-ordinator to help key agencies across the districts to join forces so help can be deployed where it is needed most.

## Long Melford Parish Council

### Parish Clerk's Report for the FPC Meeting June 2022

**1. SID/VAS Signs**

A faulty sign still awaits repair. SCW have been requested to provide more downloaded traffic data from the signs in MS Excel format.

**2. Letter of Thanks to Volunteer**

A letter of thanks from the Parish Council has been sent to Mr Nigel Brady in recognition of his voluntary work assisting the Cemetery Manager with maintaining the Old Churchyards

**3. Queen's Platinum Jubilee Torch Relay Event**

The relay took place on 18/05/2022, with a good number of residents attending along the route to cheer the torch bearer on their way.

**4. Top Green Toilets**

Following reports of a number of problems including a small flood, the flushing mechanisms for all of the WCs were found to be worn and in poor condition. They have now all been refurbished / repaired by the facility cleaning and maintenance contractor ETF.

**5. Business Electricity Contracts**

New electricity contracts for the Cemetery Building, Old School Car Park, and the Country Park have been taken out.

**6. Sudbury Community Wardens Service Level Agreement**

The revised SLA has been signed and is retrospectively active from 01/04/2022 to 31/03/2023.

**7. Surface Improvement & Drainage Works to Upper Green Car Park**

AJ Smith Contractors have been advised that their quote for the job has been accepted and requested to commence work ASAP.

**8. Surface Repairs to Front of Old School Car Park**

AJ Smith Contractors have been advised that their quote for the job has been accepted and requested to commence work ASAP.

**9. Cemetery External Tap**

The tap has been leaking and couldn't be fully turned off. It has now been repaired by ETF.

**10. Remembrance Sunday Band**

Approaches are being made to local bands to provide their services for the Remembrance Sunday Parade, to held 13/11/2022.

**11. Owl Boxes**

Following the Council's recent purchase of two owl boxes, the supplier had erroneously duplicated the order and delivered further two. After several failed attempt to get the supplier to collect the surplus goods, the Clerk has persuaded the supplier to gift these items to the Council. (The value of the original order was 563.48 ex VAT).

## Action Plan - Actions Arising from Meetings

No.	Action Arising	Minute Reference	For Action By	Status
1	Ask SCC to install an additional SID mounting pole at, or relocate an existing pole to, Station Road for an ANPR installation.	21/10-5 (b)	The Clerk	In progress
2	Progress obtaining a lease from BDC for the Play area contingent upon BDC first upfrading sub standard items, and progress disbled access to the Play Area with SCC.	21/11-5 (h)	Cllr Delderfield Cllr Powell	In progress
3	Report to the Charity Commission that two charities for which LMPC is a Body Corporate Trustee (BCT) have failed to meet their charitable objectives for many years, and that despite the BCTs endeavouring to remedy this situation, they are unable to progress the matter further due to significant obstacles encouintred including resistance from the other trustees.	22/03-5 (e)	Cllr Delderfield	Pending
4	Plant a memorial oak tree in the bowl area of the Country Park in the autumn as part of the Queen's Green Canopy project.	22/04-5 (a)	Cllr Tipper	Pending
5	Use the framework contained in Council's revised Standing Orders to review and rationalise the structure of its sub-groups and their terms of reference.	22/04-5 (b)	Cllr D. Watts	Pending
6	The PIIP Working Group to identify projects for CIL Funding applications and to bring recommendations to the Council no later than its July 2022 meeting for the October 2022 CIL bid round.	22/04-5 (e)	Cllr D. Watts	Pending

**Long Melford Parish Council**  
**June 2022 payment schedule**  
Presented to the Parish Council meeting dated 9 June 2022

**Appendix 4**

**Contractual or agreed payments made prior to the meeting**

Dataloft Ltd	Amendments to NP map of Long Melford	£528.00	£88.00	£440.00
Long Melford Events Group	Support for Jubilee events	£2,500.00	£0.00	£2,500.00
		<b>£3,028.00</b>	<b>£88.00</b>	<b>£2,940.00</b>

**June 2022 payments for authorisation (as at 31 May 2022)**

Lexden Computer Services Ltd	IT support, May 2022	£75.00	£15.00	£60.00
ISF Fire Protection	Annual office fire safety check	£63.00	£12.60	£50.40
WJ Green Ltd	Repair to cemetery equipment	£62.40	£10.40	£52.00
Indigo Ross	Marketing Board for Country Park Open Day	£102.00	£17.00	£85.00
Sudbury Office Supplies	Paper for printer / copier	£30.00	£5.00	£25.00
		<b>£332.40</b>	<b>£60.00</b>	<b>£272.40</b>

**Payments authorised for settlement prior to next meeting**

Direct debit and standing orders approved by the Council in June, August, October 2021 and January 2022

June 2022 salary, pension and HMRC payments

Contractual payments arising from prior decisions of the Council (e.g. Cleaning of public toilets etc)

Payments arising from decisions of the Council on 9 June 2022

Payments agreed by councillor email under Financial Regulation 5.5(b)

Necessary payments made by Clerk under delegated powers

The payments above were authorised at the Parish Council meeting dated 9 June 2022

Councillor Signature:

Appendix 5

How paid received	Payer	Description	Amount	VAT	Net
<b>Council receipts during April 2022</b>					
FPI	The Woolpatch	Woolpatch Walk leaflet	100.00	0.00	100.00
FPI	Julie Edwards Funerals	Burial income	410.00	0.00	410.00
500544	JS Munro	CP cafe rental, Apr 2022	125.00	0.00	125.00
500544	ML Ayers	Burial income	820.00	0.00	820.00
500544	RGR Memorials	Burial income	360.00	0.00	360.00
BGC	Babergh District Council	2022/23 CIL Funds	54,445.24	0.00	54,445.24
BGC	Babergh District Council	2022/23 Gen Fund Precept	75,540.00	0.00	75,540.00
FPI	Stonewriters Memorial	Burial income	380.00	0.00	380.00
FPI	Kind Hearts Coffee	CP cafe rental, Apr	50.00	0.00	50.00
500545	Old Sch car park users	Old Sch car park	406.10	0.00	406.10
Int	Nationwide Building Society	NWBS Int to Lloyds	38.43	0.00	38.43
			<b>132,674.77</b>	<b>0.00</b>	<b>132,674.77</b>
<b>Council payments during April 2022</b>					
DD	British Gas	Electricity to 12/3/22	47.75	2.27	45.48
SO	A Hurrell & Son	April storage rental	132.00	22.00	110.00
DD	British Telecom	Cemetery Manager mobile	13.20	2.20	11.00
000625	Gardenature	2 x barn owl boxes	563.48	93.91	469.57
DD	Lloyds Bank Chargecard	LMPC SSL cert to 10/3/22	24.00	0.00	24.00
DD	Babergh District Council	2022/23 business rates	1,060.38	0.00	1,060.38
FPO	Alan Sawyer	March 2022 expenses	109.66	14.79	94.87
FPO	Amberol Limited	4 x barrel planters	976.63	162.77	813.86
FPO	Babergh District Council	2022/23 2-wkly trade refuse	546.00	0.00	546.00
FPO	Babergh District Council	2022/23 weekly trade refuse	772.00	0.00	772.00
FPO	ETF Ltd	Mar toilets - Cordell Rd	120.00	0.00	120.00
FPO	ETF Ltd	Mar toilets - Upper Green	848.40	0.00	848.40
FPO	Groundwork UK	Refund unused grant	9.37	0.00	9.37
FPO	Hanchets	Refund overpaid burial fee	305.00	0.00	305.00
FPO	Institute of Cemetery & Cremat	Council 2022/23 membership	95.00	0.00	95.00
FPO	Institute of Cemetery & Cremat	Cemetery Manager membership	95.00	0.00	95.00
FPO	Lexden Computer Services Ltd	Mar IT support / licences	104.36	17.39	86.97
FPO	TA Accounts	Apr payroll	8,090.42	6.80	8,083.62
FPO	LM Old Sch Community Centre	Balance of Mar room hire	30.00	0.00	30.00
FPO	Suffolk Assn of Local Councils	CLlr B Joyce training	187.20	31.20	156.00
FPO	Suffolk Assn of Local Councils	SALC membership 2022/23	1,047.43	0.00	1,047.43
SO	LM Old Sch Community Centre	Apr room hire	20.00	0.00	20.00
626	Boston Seeds	Wildflower seeds	242.40	40.40	202.00
DD	EOn	Electricity to 4/4/22	9.03	0.43	8.60
DD	EOn	Electricity to 4/4/22	221.59	36.93	184.66
DD	EOn	Electricity to 6/4/22	9.63	0.46	9.17
DD	EOn	Electricity to 6/4/22	114.24	5.44	108.80
SO	Anglia Car Charging	April EV maint / support	57.60	9.60	48.00
SO	Susanne Dixon	Apr Ranger contract	550.00	0.00	550.00
			<b>16,401.77</b>	<b>446.59</b>	<b>15,955.18</b>

**LONG MELFORD PARISH COUNCIL**

The Parish offices, Cordell Road, Long Melford, Suffolk. CO10 9EH.

Tel: 01787 378084 email: clerk@longmelford-pc.gov.uk

**Minutes of:** Finance Working Group

**Date:** Wednesday, 11 May 2022 at 1:30pm

**Place:** Old School Community Centre, Long Melford, Suffolk, CO10 9DX.

**Present:** Cllrs: J Ewbank (Chair), L Malvisi, C Michette, R Michette, D Watts, J Watts

**In attendance:** The Responsible Finance Officer (RFO).

Agenda Number	Description
F/22/00	It was proposed by Cllr C Michette, seconded by Cllr J Watts and agreed unanimously that Cllr Ewbank be elected as Chair of the Finance Working Group
F/22/01	Apologies were received from Cllr Joyce who was absent due to work commitments.
F/22/02	There were no declarations of interest and no requests for dispensation had been received.
F/22/03	The <b>minutes of the previous meeting</b> held on Wednesday 17 November 2021 were agreed and signed as a true record.
F/22/04	<b>Questions and or statements from the Public:</b> There were no members of the public present.
F/22/05	<p>The <b>RFO reported</b> that:</p> <ul style="list-style-type: none"> <li>the closedown of accounts for 2021/22 had been completed;</li> <li>the first instalment (£75,540) of the 2022/23 precept had been received together with CIL receipts of £54,445.24</li> <li>insurance quotations for 2022/23 will begin to be sought in June 2022.</li> </ul> <p>The RFO reminded councillors that:</p> <ul style="list-style-type: none"> <li>care was required to ensure that the Council did not spend CIL monies on projects that ought to be funded by higher authorities.</li> <li>Financial Regulation 10.4 and Standing Order 25(a) prevented councillors from issuing orders, instructions or directions.</li> </ul>
F/22/06	<p>Councillors considered the <b>2021/22 Internal Audit report</b> (Appendix 1) and noted with satisfaction the absence of any actions or recommendations.</p> <p>It was agreed that the report be presented to the full Council.</p>
F/22/07	<p>Councillors considered the <b>2021/22 statement of income and expenditure, budget and bank reconciliation</b> (Appendix 2) and, following questions, recommended that the accounts be presented to full Council for adoption.</p> <p>The RFO was asked to liaise with the Clerk to ensure that:</p> <ul style="list-style-type: none"> <li>defibrillator maintenance arrangements were considered by the Council in June 2022;</li> <li>the acquisition of cemetery land was considered at the forthcoming Parish Infrastructure Investment Plan Working Group meeting.</li> </ul>

F/22/08	Councillors considered the <b>2021/22 Annual Governance Statement</b> (Appendix 3) and recommended that it be agreed by full Council and signed by the Clerk and Chairman.
F/22/09	Councillors considered the <b>2021/22 Accounting Statement</b> (Appendix 4). The RFO indicated that he will be signing the document in advance of the next Council meeting. Councillors recommended that the 2020/21 Accounting Statement be agreed by full Council and signed by the Chairman
F/22/10	Councillors considered the <b>2021/22 Community Infrastructure Levy Expenditure Report</b> (Appendix 5) and recommended that the report be adopted by the Council, submitted to Babergh District Council and posted on the Long Melford Parish Council website.
F/22/11	Councillors recommended that the threshold values referred to in para 11(b) of the Council's <b>Financial Regulations</b> be increased in accordance with legislative changes effective from 1 January 2022: <ul style="list-style-type: none"> <li>a) For public service and public service contracts from £189,330 to £213,477</li> <li>b) For public works contracts from £4,733,252 to £5,336,937</li> </ul>
F/22/12	Councillors noted that the electricity supply contract for the Old School car park is due for renewal on 28 May 2022 and that the new tariff is certain to exceed the current unit charge rate of 25p made for <b>charging electric vehicles</b> . Subject to firm quotations for renewal of the electricity supply contract, councillors agreed to recommend that the Council agree to increase the unit charge rate to 40p.

There being no further business on the agenda, the meeting closed at 14:45.

Signed

Chair, Finance Working Group  
Long Melford Parish Council

# HEELIS&LODGE

## Local Council Services • Internal Audit

### **Internal Audit Report for Long Melford Parish Council – 2021/2022**

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £238,257    Expenditure: £325,264    Reserves: £238,263

#### AGAR Completion:

Section One: [Yes – to be signed](#)

Section Two: [Yes – to be signed](#)

Annual Internal Audit Report 2020/2021: [Yes](#)

Certificate of Exemption: [No](#)

**Proper book-keeping** Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*The Council hold the General Power of Competence and LGAs137 does not apply.*

*The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.*

**Financial regulations** Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place: [Yes](#)  
Reviewed: [1/4/2021, 22/4/2021, 2/12/2021](#)  
Adopted: [7/4/2022 \(Ref: 22/4-5\(b\)\)](#)  
Financial Regulations in place: [Yes](#)  
Reviewed: [3/2/2022 \(Ref: 22/2-4\(e\)\)](#)

VAT reclaimed during the year: [Yes](#)

<a href="#">20/12/2021</a>	<a href="#">£20,346.63</a>
<a href="#">1/9/2021</a>	<a href="#">£15,333.95</a>
<a href="#">10/5/2021</a>	<a href="#">£4,028.73</a>

Registered: [No](#)

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General Power of Competence: **Yes**

*Tenders exceeding the £25,000 threshold were sought via the council's tendering process. Due to the specific nature of the play equipment it was resolved that the contract was not suitable to have been advertised on the Contract Finders website.*

## **Risk Assessment**

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: **Yes**  
Data Protection registration: **Yes (Ref: Z3274651)**

### **Data Protection**

*The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.*

Privacy Policy published: **Yes**

*Insurance was in place for the year of audit. The Risk Assessment was reviewed at the following meetings:*

7/10/2021 (Ref: 21/10-5(a)1)  
1/12/21 (Ref: 21/12-5(g))

*The Council have effective internal financial controls in place. A comprehensive schedule of internal controls undertaken during the year was presented to the council on 3/2/2022 evidencing that the council undertake a thorough audit trail of internal control. In addition to this the council also have a nominated councillor who carries out a quarterly check. This involves carrying out an audit trail on a number of transactions, reconciling cemetery income and a check on the assets register.*

*The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.*

Fidelity Cover: **£400,000**

*The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.*

## Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: **No**

Website: [www.longmelford-pc.gov.uk](http://www.longmelford-pc.gov.uk)

*The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.*

Under **The Accounts & Audit Regulations 2015** councils must publish on their website:

External audit report

*2021 Annual Return, Section One Published – Yes*

*2021 Annual Return, Section Two Published – Yes*

*2021 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights

*Published – Yes*

Period of Exercise of Public Rights

Start Date **14/6/2021**

End Date **23/7/2021**

## Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £145,000 (2021-2022)

Date: 14/1/2021 (Ref: 21/01-9)

Precept: £151,080 (2022-2023)

Date: 13/1/2022 (Ref: 22/01-4(e))

*Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

## Income controls

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.*

*The following fees were reviewed during the year:*

<i>Burial</i>	<i>14/1/2021</i>	<i>Ref: 21/1-4(5)</i>
<i>Café</i>	<i>2/9/2021</i>	<i>Ref: 21/9-5(a)</i>
<i>Print</i>	<i>2/9/2021</i>	<i>Ref: 21/9-5(c)</i>

## **Petty Cash**

Associated books and established system in place

*A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from 1/4/2021 to 31/3/2022 and cross referenced with vouchers and the cash book.*

## **Payroll controls**

PAYE and NIC in place where necessary.  
Compliance with Inland Revenue procedures  
Records relating to contracts of employment

PAYE System in place: **Yes**  
Employer's Reference: **245/SL330**  
P60s issued: **Yes**

*The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and a P60 has been produced as part of the year end process. A pension scheme is in place.*

*It is noted that the Council undertook a review of salaries at a meeting held on 1/4/2021 (Ref: 21/04-9(5)).*

## **Asset control**

Inspection of asset register and checks on existence of assets  
Cross checking on insurance cover

*A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £313,012. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.*

## **Bank Reconciliation**

Regularly completed and cash books reconcile with bank statements

*All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.*

*Bank Balances at 31 March were confirmed as:*

<i>Lloyds</i>	<i>xxxx0469</i>	<i>£66,803.95</i>
<i>Ipswich BS</i>	<i>xxxx7885</i>	<i>£86,152.42</i>
<i>Nationwide BS</i>	<i>xxxx3440</i>	<i>£85,000.93</i>
<i>CP petty cash</i>		<i>£50.00</i>

## **Reserves**

General Reserves are reasonable for the activities of the Council

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Earmarked Reserves are identified

*The Council have adequate general reserves (£168,862) and have identified earmarked reserves (£69,401) in their year end accounts.*

**Year-end procedures** Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts.*

**Sole Trustee** The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

**Internal Audit Procedures**

*The 2021 Internal Audit report was considered by the Council at a meeting held on 6/5/21 (Ref: 21/5-10(3)i).*

*Heelis & Lodge were appointed as Internal Auditor at a meeting held on 3/2/2022 (Ref: 22/02-4(g)).*

**External Audit**

*The Council formally approved the AGAR at a meeting of the full Council held on 6/5/2021 (Ref: 21/05-11(3)iii).*

*The External Auditor's report was considered at a meeting held on 2/9/2021 (Ref: 21/09-4(c)).*

*There were no matters arising from the External Audit.*

**Additional Comments/Recommendations**

- The Annual Parish Council meeting was held on 6/5/2021. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk and RFO for their assistance during the course of the audit work and their excellent record keeping.



**Heather Heelis**  
**Heelis & Lodge**  
3 May 2022

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Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation  
for the year to 31 Mar 2022

Actual to 31 March 2021	Nominal Account	Actual to 31 Mar 2022	2021/22 budget	Budget variance
145,000.00	Precept	145,000.00	145,000.00	0.00
505.51	Interest received	575.45	600.00	-24.55
29,140.00	Burial Ground Revenue	35,348.14	30,450.00	4,898.14
0.00	Country Park LNR Income	3,407.96	1,800.00	1,607.96
0.00	Old School car park donations	4,360.25	0.00	4,360.25
0.00	Cordell Place play area donations	809.07	0.00	809.07
0.00	Melford in Bloom donations	1,565.00	0.00	1,565.00
833.48	Recycling income	986.20	625.00	361.20
612.00	Recovered office costs	0.00	0.00	0.00
10,581.56	Donations	12,197.62	0.00	12,197.62
23,124.92	CIL Receipts	0.00	0.00	0.00
14,000.00	Grants received	29,837.00	2,037.00	27,800.00
4,080.96	Babergh Cleansing grant	4,169.88	4,200.00	-30.12
4,781.40	Insurance claim payment	0.00	0.00	0.00
<b>232,659.83</b>	<b>Total Income</b>	<b>238,256.57</b>	<b>184,712.00</b>	<b>53,544.57</b>
46,338.38	Salaries	47,491.33	47,500.00	8.67
13,184.54	Tax and National Insurance	13,504.37	13,600.00	95.63
16,326.24	Pension contributions	16,320.33	16,600.00	279.67
<b>75,849.16</b>	<b>Staff costs</b>	<b>77,316.03</b>	<b>77,700.00</b>	<b>383.97</b>
408.00	Payroll Charges	408.00	425.00	17.00
368.31	Staff expenses	376.64	375.00	-1.64
0.00	Temporary staffing costs	150.00	0.00	-150.00
<b>776.31</b>	<b>Other Employment Related Costs</b>	<b>934.64</b>	<b>800.00</b>	<b>-134.64</b>
2,404.28	Insurance	4,761.71	4,150.00	-611.71
564.46	Electricity	1,290.25	1,000.00	-290.25
0.00	Water	360.64	600.00	239.36
893.04	Telephone and Broadband	923.53	950.00	26.47
102.00	Website	40.00	125.00	85.00
122.54	Office Supplies	86.80	150.00	63.20
26.04	Postage	30.94	30.00	-0.94
0.00	Council storage	471.95	0.00	-471.95
659.47	Software and Licences	1,174.68	1,000.00	-174.68
0.00	IT Support	0.00	500.00	500.00
0.00	IT Hardware Purchases	525.75	1,000.00	474.25
900.00	Audit	910.00	950.00	40.00
3,278.00	Legal Fees	2,261.00	2,500.00	239.00
54.00	Equipment and Furnishings	56.00	0.00	-56.00
121.50	Meeting Room Rental	270.00	400.00	130.00
1,492.00	Subscriptions	1,613.01	1,600.00	-13.01
58.70	Training - Councillors	331.00	650.00	319.00
1,325.00	Training - Staff	595.00	800.00	205.00
0.00	Elections	0.00	3,000.00	3,000.00
545.37	Miscellaneous Expenses	227.79	0.00	-227.79
0.00	Discretionary Spending	0.00	4,786.00	4,786.00
<b>12,546.40</b>	<b>Office Administration Costs</b>	<b>15,930.05</b>	<b>24,191.00</b>	<b>8,260.95</b>
558.43	Rates	642.20	600.00	-42.20
117.39	Electricity	122.83	150.00	27.17
127.41	Water	48.90	150.00	101.10
4,628.48	Servicing and Machinery	1,257.64	500.00	-757.64
268.05	Fuel	470.84	300.00	-170.84
80.00	General Expenditure	80.00	80.00	0.00
295.00	Bin Collection	295.00	300.00	5.00
3,083.68	Operating Costs	2,053.65	2,715.00	661.35
<b>9,158.44</b>	<b>Burial Services</b>	<b>4,971.06</b>	<b>4,795.00</b>	<b>-176.06</b>

Long Melford Parish Council  
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation  
for the year to 31 Mar 2022

01/06/2022: 10:19

Actual to 31 March 2021	Nominal Account	Actual to 31 Mar 2022	2021/22 budget	Budget variance
4,962.00	Street Lighting Maintenance	5,135.40	4,875.00	-260.40
0.00	New Street Lights - Phase 3	74,073.10	0.00	-74,073.10
<b>4,962.00</b>	<b>Street Lighting Maintenance</b>	<b>79,208.50</b>	<b>4,875.00</b>	<b>-74,333.50</b>
714.11	Electricity	676.78	850.00	173.22
797.55	Water	967.02	1,000.00	32.98
5,800.00	LMOS Maintenance Contract/ Ranger	6,600.00	6,600.00	0.00
0.00	Tree survey / maintenance	1,230.00	5,000.00	3,770.00
11,548.92	Operating Costs	10,170.35	6,000.00	-4,170.35
<b>18,860.58</b>	<b>Long Melford Country Park</b>	<b>19,644.15</b>	<b>19,450.00</b>	<b>-194.15</b>
539.27	Electricity	205.73	600.00	394.27
592.92	Water	1,351.57	600.00	-751.57
8,002.38	Operating Costs	10,652.00	10,000.00	-652.00
<b>9,134.57</b>	<b>Public Toilets</b>	<b>12,209.30</b>	<b>11,200.00</b>	<b>-1,009.30</b>
835.42	Operating Costs	778.71	500.00	-278.71
133.19	LM Community Volunteers	201.32	500.00	298.68
0.00	Sudbury Community Wardens	2,271.90	2,800.00	528.10
4,586.43	Litter and Dog Bin Collection	1,821.51	1,600.00	-221.51
0.00	Upper Green Maintenance	17,053.37	0.00	-17,053.37
1.25	Bus Shelter	1.25	1.00	-0.25
50.00	Notice Boards	0.00	100.00	100.00
3,437.11	Old School Car Park Maintenance	59,612.11	2,250.00	-57,362.11
1,107.00	Melford Walk	2,483.00	1,000.00	-1,483.00
0.00	Community seating	4,103.14	0.00	-4,103.14
1,665.25	Walkers are Welcome	655.75	650.00	-5.75
<b>11,815.65</b>	<b>Public Places</b>	<b>88,982.06</b>	<b>9,401.00</b>	<b>-79,581.06</b>
1,558.16	Neighbourhood Plan	3,300.00	500.00	-2,800.00
4,928.00	Community Grants	0.00	3,000.00	3,000.00
0.00	Covid-19 grants	30.00	0.00	-30.00
<b>6,486.16</b>	<b>Grants</b>	<b>3,330.00</b>	<b>3,500.00</b>	<b>170.00</b>
1,431.57	Christmas Lights	1,330.70	1,000.00	-330.70
975.00	Christmas Tree	1,350.00	800.00	-550.00
71.00	Remembrance Sunday	433.68	800.00	366.32
8,863.19	Melford in Bloom	12,908.35	0.00	-12,908.35
0.00	Community Events	1,905.00	1,500.00	-405.00
<b>11,340.76</b>	<b>Events</b>	<b>17,927.73</b>	<b>4,100.00</b>	<b>-13,827.73</b>
9,768.88	Defibrillator installations	1,590.00	0.00	-1,590.00
0.00	Vehicle Activated Signage	3,220.00	0.00	-3,220.00
<b>9,768.88</b>	<b>Projects</b>	<b>4,810.00</b>	<b>0.00</b>	<b>-4,810.00</b>
<b>61,960.92</b>	<b>Year to date surplus/ (deficit)</b>	<b>-87,006.95</b>	<b>24,700.00</b>	<b>-111,706.95</b>

Long Melford Parish Council  
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation  
for the year to 31 Mar 2022

01/06/2022: 10:19

Actual to 31 March 2021	Nominal Account	Actual to 31 Mar 2022	2021/22 budget	Budget variance
<b>Balance sheet as at:</b>				
<b>31-Mar-21</b>		<b>31-Mar-22</b>		
4,028.73	VAT Control	2,511.05		
0.00	Other Debtors	920.00		
154,227.33	Lloyds Bank (See reconciliation below)	66,843.66		
85,937.58	Ipswich BS (See reconciliation below)	86,152.42		
85,000.93	Nationwide BB (See reconciliation below)	85,000.93		
112.25	Country Park Petty Cash	50.00		
<b>329,306.82</b>	<b>Total current assets</b>		<b>241,478.06</b>	
4,036.88	Creditors	3,215.07		
0.00	Accruals	0.00		
<b>4,036.88</b>	<b>Total current liabilities</b>		<b>3,215.07</b>	
<b>325,269.94</b>	<b>Total assets less current liabilities</b>		<b>238,262.99</b>	
<b>Represented by:</b>				
<b>31-Mar-21</b>		<b>31-Mar-22</b>	<b>Movement</b>	
141,425.08	General Funds	168,862.24	27,437.16	
90,000.00	Phase 3 Street Lights Fund	0.00	-90,000.00	
6,081.94	2020/21 Community Infrastructure Levy	0.00	-6,081.94	
1,000.00	Church Drive Fund	1,500.00	500.00	
1,000.00	2023 Election Fund	1,500.00	500.00	
11,000.00	War Memorial Repair Fund	11,500.00	500.00	
8,427.20	Earmarked Section 106 monies	423.70	-8,003.50	
28,000.00	Old School Car Park	3,924.21	-24,075.79	
0.00	Cordell Place Play Area Fund	16,356.90	16,356.90	
11,000.00	Upper Green Improvement	10,283.54	-716.46	
5,000.00	Cemetery Expansion	10,000.00	5,000.00	
3,288.80	Defibrillator Fund	1,767.51	-1,521.29	
0.00	Neighbourhood Plan	0.00	0.00	
3,246.92	Melford in Bloom Fund	2,632.37	-614.55	
5,000.00	Village centre seating	0.00	-5,000.00	
7,500.00	Highway improvements	7,500.00	0.00	
2,500.00	Council IT Fund	2,012.52	-487.48	
800.00	Covid-19 Fund	0.00	-800.00	
<b>325,269.94</b>	<b>Total General and Earmarked Funds</b>	<b>238,262.99</b>	<b>-87,006.95</b>	<b>0.00</b>
<b>Bank reconciliations at 31 March 2022</b>				
	<b>Lloyds Bank</b>	66,803.95		
	Less outstanding cheques	0.00		
	Plus receipts not cleared	39.71		
	<b>Net balance at 31 March 2022</b>		<b>66,843.66</b>	<b>0.00</b>
	<b>Ipswich Building Society</b>	86,152.42		
	<b>Net balance at 31 March 2022</b>		<b>86,152.42</b>	<b>0.00</b>
	<b>Nationwide Building Society</b>	85,000.93		
	<b>Net balance at 31 March 2022</b>		<b>85,000.93</b>	<b>0.00</b>
	Country Park Petty Cash account	50.00		
	<b>Net balance at 31 March 2022</b>		<b>50.00</b>	<b>0.00</b>

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

## Long Melford Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes	No*	Yes means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓		

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

09/06/2022

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

SIGNATURE REQUIRED

www.longmelford-pc.gov.uk

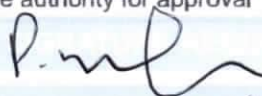
## Section 2 – Accounting Statements 2021/22 for

Long Melford Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	263,309	325,270	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	145,000	145,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	87,660	93,257	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	75,849	77,316	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	94,850	247,948	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	325,270	238,263	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	325,278	238,047	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	229,626	313,012	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

  
30/05/22

Date

I confirm that these Accounting Statements were approved by this authority on this date:

09/06/2022

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# Neighbourhood Community Infrastructure Levy (CIL) Expenditure Report

## Long Melford Parish Council

1 April 2021 to 31 March 2022

		£	£
A	Total CIL income balance carried forward from previous year		109,081.94
B	Total CIL income received in reporting year (receipts)		22,000.00
C	Total CIL spent within reporting year (expenditure, net of recoverable VAT)		115,155.04
	Total CIL allocated but not yet spent to an agreed project (expenditure, net of recoverable VAT)	15,926.90	
	Total CIL requested to be repaid in the year	0.00	
	Total value of CIL receipts subject to a Repayment Notice served in any year that has not been repaid	0.00	
D	Total CIL repaid in the year following a Repayment Notice		0.00
E	Total CIL retained at year end (A+B-C-D)		15,926.90

### Note 1: CIL Expenditure – Spent Funds

Items to which CIL Funds have been spent (net of recoverable VAT)

Phase 3 street light installations	74,073.10
Old School car park improvements	41,081.94

### Note 2: CIL Expenditure – Allocated Funds (not yet spent)

Items to which CIL Funds have been allocated but not yet spent (net of recoverable VAT)

Cordell Place play area	15,926.90
-------------------------	-----------

This statement was adopted by Long Melford Parish Council on Thursday 9 June 2022.

Signed: \_\_\_\_\_

Position: Chairman

Signed: \_\_\_\_\_

Position: Responsible Finance Officer

Following adoption this statement was uploaded to the Parish Council's website

## Land Acquisition – Long Melford Cemetery Extension

Redacted due to confidentiality issues.

## Long Melford Parish Council

The Parish Offices  
Cordell Road  
Long Melford  
Suffolk CO10 9EH



## Co-option Policy & Procedure

# Long Melford Parish Council Co-Option Policy & Procedure

## 1. Introduction

This policy sets out the process to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Long Melford Parish Council (the Council). The co-option procedure is entirely managed by the Council and this policy will ensure that a fair and equitable process is carried out.

## 2. Casual Vacancies & Co-option

- 1) Under s87 Local Government Act 1972 a casual vacancy for the position of a Parish Councillor occurs when:
  - A Councillor fails to make his declaration of acceptance of office at the proper time; or
  - A Councillor resigns; or
  - A Councillor dies; or
  - A Councillor ceases to meet an enduring qualification requirement of their eligibility for appointment to office; or
  - A Councillor becomes disqualified; or
  - A Councillor fails for six consecutive months to attend any Council meetings (including committee meetings, working group meetings, or meetings of an outside body as a representative of the Council) without their reason(s) for absence having been approved by the Council before the expiry of that period.
- 2) Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met (i.e. the vacancy has been the subject of a public notice and less than ten registered electors have requested an election by a deadline date specified and advised by the District Council Electoral Services Office.
- 3) Upon a casual vacancy occurring the Clerk will inform the District Returning Officer, who will then forward to the Clerk official notices advertising the vacancy to be published on the Council's website and notice boards.
- 4) If, during the 14 working days following publication of the vacancy notice, ten or more electors of the parish submit written requests to the District Returning Officer that a by-election is held to fill the vacancy, then an election will be arranged. (The District Council Electoral Services Office will advise the Clerk whether 10 or more requests are received within the specified period).
- 5) If only one candidate is put forward for election, then they shall be duly elected without a ballot. If more than one candidate is put forward, then the District Council will set up a polling station and make arrangements for electors of the parish to go to the polls to vote for the candidates. The Parish Council will pay all of the costs of the election.
- 7) If ten electors of the parish do not request a ballot within fourteen days of the vacancy notice being posted, then upon the Clerk being advised of this by the District Council Electoral Services Office the Council is able to co-opt a volunteer to fill the casual vacancy.

## 3. Instigating the Co-option Process

- 1) On receipt of written confirmation from the District Council Electoral Services Office that the casual vacancy may be filled by means of Co-option. The Parish Clerk will:
  - Advertise the vacancy for twenty-one days on the Council notice boards and website (this does not include the date of the notice and excludes Saturdays and Sundays).
  - Advise the Council at their next meeting that the Co-option Policy has been instigated.
- 2) The Council is not obliged to fill any vacancy, and even if it invites applications for co-option it is not obliged to select anyone from the candidates who apply.

However, the Council wishes to ensure that casual vacancies are filled if possible so that the electors are not left underrepresented, there are sufficient Councillors for the effective and efficient working of the Council, to share the workload equitably, to provide a broad cross-section of skills and interests, and to achieve meeting quorums without difficulty.

- 3) If the vacancy occurs within six months of the date of the next scheduled election for the Council then no by-election can be held. The Council may choose to leave the seat vacant until it is filled at the next election, or it may choose to co-opt into the vacant seat.
- 4) Councillors appointed by co-option are full members of Long Melford Parish Council.

#### **4. Co-option during the first 35 days following an ordinary election**

- 1) Under s21 Representation of the People Act 1985, specific rules govern the filling of vacancies arising where, following an ordinary election of parish councillors, an insufficient number of persons are or remain validly nominated to fill the available vacancies. Under these rules the Parish Council can decide to co-opt, without having to first notify the District Council, up to and inclusive of the 35th working day following the day of the elections (with the day of elections being included in the calculations).
- 2) At a Council meeting held any time during the first 35 days following an ordinary election the Council may co-opt under s21 RPA 1985 provided co-option is a published agenda item and the meeting is quorate. Whether to co-opt, or not is, however, entirely a matter for the Council to decide.
- 3) If the Council does not fill the vacancies by co-option within 35 working days following an ordinary election then the District Council may order a fresh election to fill the vacancies, but it does not have to. This option is usually exercised only where a very low number of Councillors have been elected to the extent that the Council would be inquorate.

#### **5. Eligibility of Candidates**

- 1) The Council is able to consider any person to fill a vacancy provided that on the day of completing and signing their Co-option Application Form they are:
  - a) At least 18 years old, and
  - b) A British citizen or an eligible Commonwealth citizen, and also meet at least one of the following four qualifications:
    - i. They are a registered elector for the parish; and/or
    - ii. They have occupied as owner or tenant any land or other premises in the parish area for the previous 12 months or more, and/or
    - iii. Their principal place of work has been in the parish area for the previous 12 months or more, and/or
    - iv. They have lived within the parish area or within three direct miles outside of its boundary for the past twelve months or more.
- 2) There are certain disqualification's from eligibility for co-option. The main disqualifications from candidacy are:
  - a) They are employed by the Council or hold a paid office under the Council (including joint boards or committees).
  - b) They are the subject of a bankruptcy restrictions order or interim order.
  - c) They have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the previous five years.
  - d) They have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998.
  - e) They have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal.
  - f) They have been disqualified from standing for election to a local authority for a sexual offence specified under the Local Government (Disqualification) Act 2022.

## **6. Applications**

- 1) Councillors and the Clerk may point out a vacancy and the co-option process to any qualifying candidate(s). Although there are no statutory requirements, candidates will be requested to:
  - Submit information about themselves by completing a short application form which includes a person specification (copy attached as Appendix A).
  - Confirm their eligibility for the position of Councillor within the statutory rules, (copy of the Eligibility Form attached as Appendix B).
- 2) All co-option enquiries and completed application forms will be dealt with by the Clerk. The Clerk will check each application form for completeness, and check candidate eligibility to stand for co-option based on the information supplied.
- 3) At the end of the application submission period, if there have been any applications then the Clerk will list on the Agenda for the next available full meeting of the council an item to the effect that 'The Council receives written applications for the office of Parish Councillor and co-opts a candidate to fill the existing vacancy'.
- 4) Copies of the candidates' applications will be circulated to all Councillors by the Clerk at least three clear days prior to the meeting of the full Council when the Co-option will be considered. The information will be listed in order of the date on which it was received, with details of a candidate's full postal address, telephone number(s), and email address redacted. These documents will be treated by the Clerk and all Councillors as strictly private and confidential.
- 5) The Clerk will provide a basic tally to Councillors regarding any applications received which were inadmissible, or where the information provided confirmed that the applicant was ineligible for, or disqualified from, holding office.

## **7. The Co-option Meeting & Voting Process**

- 1) At the co-option meeting candidates shall be called in the order in which their applications were received and given three minutes maximum to introduce themselves to the Councillors, provide information on their background and experience, and explain why they wish to become a Member of Long Melford Parish Council. During this process Councillors may ask questions of a candidate, but there will be no discussion between Councillors regarding any of the candidates, or the information or answers they provided. Members of the public and press may attend and observe this part of the meeting, but they shall not be allowed to participate in it.
- 2) Upon the conclusion of each candidate's presentation the Chair will thank them for their application and advise them that the Clerk will contact them by email on the following working day to advise them of the Council's co-option decision.
- 3) Once all of the candidates have concluded their presentations the Chair shall move, and the Council must resolve, that the public (including the candidates) and press be excluded from the rest of the meeting on the grounds that the Councillors will be discussing the merits, personal attributes, and suitability for the position of each candidate, and that the candidates' right to privacy and confidentiality regarding such matters must take precedence.
- 4) Once any discussion regarding the candidates is concluded the Councillors will proceed to a secret ballot, using identically sized blank pieces of paper on which to write the name of their favoured candidate. They may also write 'none' if they decide that they do not wish the position to be filled by any of the candidates. The ballot papers will then be placed in a box for counting.
- 5) At each round of voting the Clerk and the Chair will count the votes cast for each candidate. This will be done in front of the Councillors and any two Councillors present may, on request to the Chair, also count the votes for verification. After each round of voting the Chair will declare the result.

- 6) In order for a candidate to be co-opted to the Council, it will be necessary for them to obtain an absolute majority of votes cast (at least 50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will be excluded from further consideration.
- 7) Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes between candidates, the Chair of the meeting has a second or casting vote which must be given verbally. A recorded vote, detailing which Councillor voted for which candidate, or to whom the Chair gave a casting vote, shall not be permitted.
- 8) The successful candidate ultimately polling the absolute majority of votes will be appointed as a co-opted Councillor, subject to signing their Declaration of Acceptance of Office. The Clerk will advise the candidates of the outcome of the voting on the next working day after the meeting. The successful candidate will be invited to attend the Council Offices to sign their Declaration of Office and received an induction pack, including a copy of the Council's Code of Conduct.
- 9) After signing their Declaration of Office the co-opted Councillor must take their seat immediately.
- 10) The Clerk will notify the Electoral Services Office of the new Councillor's appointment. The successful candidate must complete their registration of interests and submit the information directly to the District Council Monitoring Officer within twenty-eight days of being appointed.
- 11) If insufficient candidates come forward, or the Councillors fail to select a candidate for co-option, then at the Council's discretion the co-option process may continue, with the vacancy being advertised again.

## **Long Melford Parish Council Co-Option Application Form**

Thank you for your interest in becoming a Parish Councillor. Please complete the application below to assist the Council in making their decision.

<b>Full Name &amp; Title</b>	
<b>Home Address</b>	
<b>Home Telephone</b>	
<b>Mobile Telephone</b>	
<b>Email Address</b>	
<b>About You</b> Please provide the Council with some background information about yourself	

**Long Melford Parish Council is legally bound to treat this information as strictly confidential.**

## Reasons for Applying

Please provide the Council with your reasons for wanting to become a Parish Councillor.  
We recommend that you refer to the person specification to assist you to complete this section.

--

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

Your application also requires the signatures of 2 registered electors (known as a proposer and seconder) from the Long Melford Parish area:

	Proposer	Seconder
<b>Name</b>		
<b>Address</b>		
<b>Signature</b>		

Please return this completed form, together with the completed co-option Eligibility Form to:  
**The Parish Clerk, Long Melford Parish Council, The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH**  
Your application will be considered at the next available Parish Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Long Melford Parish Council.

**Long Melford Parish Council is legally bound to treat this information as strictly confidential.**

Name of Local Council:	Long Melford Parish Council	
Description of Office:	Parish Councillor	
COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications & Training	<ul style="list-style-type: none"><li>• Sound knowledge and understanding of local affairs and the local community.</li><li>• Other requirements to be specified (this may or may not be applicable).</li></ul>	<ul style="list-style-type: none"><li>• Good level of general education</li><li>• A vocational or professional qualification</li></ul>
Experience, Skills, Knowledge and	<ul style="list-style-type: none"><li>• Solid interest in local matters.</li><li>• Ability and willingness to represent the Council and their community.</li><li>• Good interpersonal skills.</li><li>• Ability to communicate succinctly and clearly both orally and in writing.</li><li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li><li>• Good reading and analytic skills.</li><li>• Ability and willingness to work with the Council’s partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li><li>• Ability and willingness to undertake relevant training.</li><li>• Ability to work under pressure.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working or being a member in a local authority or other public body.</li><li>• Experience of working with voluntary and or local community/ interest groups.</li><li>• Basic knowledge of legal issues relating to parish councils or local authorities.</li><li>• Good standard of computer literacy.</li><li>• Experience of delivering presentations.</li><li>• Experience of working with the media.</li><li>• Experience in financial control/budgeting.</li><li>• HR experience.</li></ul>
Circumstances	<ul style="list-style-type: none"><li>• Ability and willingness to attend meetings of the Council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.</li><li>• Flexible and committed to the Council</li><li>• Enthusiastic.</li></ul>	

# Co-Option Eligibility Form

## Appendix B

### Section 1 - Please tick all categories that apply to you

#### Eligibility Category A

1. I am at least 18 years old.

✓  
☐

2. I am a British citizen or an eligible Commonwealth citizen.

☐

#### Eligibility Category B

1. I am a registered elector for the Parish of Long Melford.

✓  
☐

2. I have occupied as owner or tenant any land or other premises in the Parish area for the previous 12 months or more.

☐

3. My principal place of work has been in the Parish area for the previous 12 months or more.

☐

4. I have lived within the Parish boundary or within three direct miles outside of it for the previous twelve months or more.

☐

### Section 2 - Please tick all categories that apply to you

#### Disqualification Category C

1. I am employed by the Parish Council or hold a paid office under the Parish Council (including joint boards or committees).

✓  
☐

2. I am the subject of a bankruptcy restrictions order or interim order.

☐

3. I have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the previous five years.

☐

4. I have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998.

☐

5. I have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal.

☐

6. I have been disqualified from standing for election to a local authority for a sexual offence specified under the Local Government (Disqualification) Act 2022

☐

### Section 3 - Declaration

I (print name) ..... hereby declare that the information given above regarding my application for co-option to Long Melford Parish Council is accurate and true.

Signature of applicant: ..... Date: .....

**Long Melford Parish Council is legally bound to treat the above information as strictly confidential.**

## Long Melford Parish Council

## Application for Grant by Charitable, Voluntary or Other Organisations

## Part 1 – Details about your organisation

Name of organisation: LONG MELFORD COMMUNITY ASSOCIATION	
Name of <del>Secretary</del> / Treasurer: ROSEMARY EADE	
Address: 37 HIGH STREET LONG MELFORD CO10 9BD	
Tel: 01787 319120	Email: rosey26@me.com
The above details will be used for correspondence and the remittance of any approved grant	

How is the organisation established? (please circle / delete)			
Incorporated by Royal Charter?	Yes / No	Registered as a Friendly Society?	Yes / No
Incorporated under Companies Act?	Yes / No	By affiliation to any national body?	Yes / No
Registered as a Charity?	Yes / <del>No</del>	By a Deed of Trust?	Yes / No
Charity No, if applicable:	291480	Other? (Please specify below)	Yes / No

What are the objectives of the organisation?	
TO PROVIDE AND PROMOTE FACILITIES TO LOCAL GROUPS AND CHARITIES FOR THE BENEFIT OF RESIDENTS FROM MELFORD AND SURROUNDING VILLAGES.	
Does the organisation carry out any trading activity with a view to profit (or does it propose to commence any such activity) other than for general fund raising events?	
Yes / No	
If Yes, please supply details together with the latest Trading and Profit & Loss account on a separate sheet.	
Does the organisation have a membership?	
Yes / No	
If Yes, please state the current:	
Subscription income	£
Number of members	

I/We enclose herewith the following documents. (Please tick those which have been submitted)	
Copy of the Constitution ( )	Copy of the latest Annual Report to members (✓)
Copy of latest audited accounts and balance sheet (✓)	Other relevant material in support of application ( )

## Part 2 – Details relating to your application

In making an application for a grant, the Council would like a brief outline of the organisation's activities during the past year, with particular relevance to expansion projects or similar matters undertaken. Please give these details here, if they are not included in an attached Annual Report

THE COMMUNITY ASSOCIATION RUNS THE OLD SCHOOL COMMUNITY CENTRE AND OWNS THE VILLAGE CRICKET FIELD.  
THE SCHOOL IS USED BY LOCAL YOGA, FITNESS, ART, CRAFT AND MUSIC GROUPS. A MONTHLY MARKET WAS HELD AS WE CAME OUT OF RESTRICTIONS ENABLING THE PUBLIC TO INTERACT WITH GROUPS AND CHARITIES.

For what specific project are you now seeking the Council's assistance?

THE COMMUNITY ASSOCIATION (CA) ARE HIRING A MARQUEE FOR THE VILLAGE FETE ON SATURDAY 9TH JULY AT MELFORD PARK. THE MARQUEE WILL HOUSE THE ANNUAL PRODUCE SHOW OF RESIDENTS FRUIT, VEGETABLE, FLOWER AND CRAFT EXHIBITS. MERGING THE PRODUCE SHOW INTO THE FETE IS AN OPPORTUNITY TO PROMOTE THE ARTS, CRAFTS AND LEISURE OPPORTUNITIES WITH THE CA.


Please specify:-

Total estimated cost	£ 700-00
Date project scheduled to commence and complete	09-07-2022
Amount already available	£ 160-00
Amount expected to be available at commencement	£ 200-00

Please tell us below of other applications for grants for this project

Name Body:	Amount applied for:
	£
	£
	£
How much grant are you requesting from Long Melford Parish Council?	£ 500-00

*(Please note that the maximum is £1,500 and the grant must not equal more than 75% of the total cost)*

What do you see as the benefits that will be obtained by the parishioners of Long Melford on completion of the project?			
AN OPPORTUNITY FOR RESIDENTS TO DISPLAY THEIR PRODUCE OR ART AND INTERACT WITH LIKE MINDED PEOPLE. TO RE-CREATE A TRADITIONAL FETE FOR EVERYONE TO EXPERIENCE.			
If the Parish Council is unable to grant funding for this project, or grant anything other than the full amount requested, will this work still go ahead? If necessary add notes below.			Yes / <del>NO</del>
I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.			
Signed:		Date:	10-05-2022
Capacity in which signing:	CHAIRMAN (GRAHAM EADE)		

Note: Any cheque will be made payable to the name of the organisation and sent to the Secretary / Treasurer named in **Part 1** unless otherwise stated.

Please return the completed application and supporting documents to:

The Parish Clerk  
 Long Melford Parish Council  
 Cordell Road  
 Long Melford  
 Suffolk CO10 9EH

or by email to: [clerk@longmelford-pc.gov.uk](mailto:clerk@longmelford-pc.gov.uk)

If you have any queries with this application, please contact the Clerk on 01787 378084.

## Chairmans report 2022

Long Melford Community Association owns the Old School Community Centre, a Grade 2 listed building, as well as the cricket ground, which is rented out to the Melford Cricket Club. The cricket club signed a new long term lease in 2020 which also allows the Long Melford Colts & Fillies Football Club to use certain areas of the cricket pitch in winter months.

Over the last few years, we have carried out significant improvements to the Old School. These include completely new toilets, new kitchen both of which were completed thanks to grants awarded from the Lottery Awards4All scheme. We also carried out a complete electrical rewire with LED lighting, loft insulation, and rooms decorated. There is still much to do with windows to be repaired and further rooms decorated. Still to be updated is the hallway which is in need of decoration, with the largest project of all being the refurbishment of Partridge room for which we will seek external funding due to the extent of repairs.

Wi-fi has been installed allowing users to access the web for their classes or presentations.

The old gas heaters in Partridge room have finally reached the end of their days and have been replaced by modern electric infra-red heaters. Remote wi-fi control allows us to turn heating up/down or off remotely when the room is not in use. Users of the room will feel more comfortable with a uniform heat that warms people and objects rather than the air. The Community Association thanks Richard Kemp for a grant from his Suffolk County Council Locality Budget towards the cost. We hope to replace the gas heaters in the remaining rooms with more infra-red heaters later this year as we move away from using fossil fuels.

All this would not be possible without the groups who use the building, so thanks to the various yoga, keep fit, art, craft groups, Silver Band, Upbeat and even archers. Thanks also to the antiques and craft fairs that take place at the weekends. My apologies if I have unintentionally missed anyone. Bookings are increasing all the time thanks to the investment we have made into improving the building.

As we are all aware, Covid 19 has had an effect on usage of the school with a lockdown starting March 2020. There was only a brief period of use before all classes and activities had to stop with Tier 4 restrictions starting in December 2020 and a new lockdown commencing in January 2021. Fortunately, we have had financial support from Babergh District Council via Lockdown Grants for Leisure Businesses which allowed us to keep the Old School viable.

Unfortunately, as a result of the pandemic, the end came for the Community Association Melford Magazine in 2020, its 9th year. We owe a huge thank you to Rosey Eade and Julie Thomson for giving us a magazine that reported the real goings-on in Melford. Also, to Pete Philips and Phil Buck for layout and production as well as Steve Thomson for the excellent photos shown on the front cover. Copies of the magazines are hanging in the hallway of the Old School. We also need to say a great thank you to the many distributors who delivered the magazine over the years and to those who sent in articles about businesses and local events. The Village Hall Committee took over the mantle and started producing the replacement magazine Melford Matters in 2021 and we wish them every success.

Long Melford Community Association Accounts to 31 December 2021

	YEAR TO DEC20	
	Income	Expense
Magazine	£ 1,546.67	£ 657.92
Insurance	£ 3,522.60	£ 1,736.20
Grants	£ 11,834.00	£ 10,000.00 Covid19
Donations (MAG)	£ 50.00	
H&S Covid		£ 441.34
Repairs		£ 2,364.00
Refunds	-£ 1,555.00	
Bad Debt w/offs	-£ 86.67	

**TOTAL** £ 15,311.60 £ 15,199.46

**Net Profit (Loss)** 112.14  
**Balance B/Fwd** £3,788.04  
**Year End Total** £ 3,900.18

Nat West Bank £ 4,390.17  
 Refunds Due -£ 489.99

**Year End 31 Dec20** £ 3,900.18

**Breakdown Balances**

Magazine £1,504.08  
 Community Assoc £2,396.10  
**Total** £3,900.18 31.12.20

	YEAR TO DEC21	
	Income	Expense
Magazine	£ -	£ 1,777.93
Insurance	£ 9,374.00	£ 7,000.00 Covid19
Grants		£ 323.94
H&S Covid		
Cricket Club rent	£ 250.00	
Repairs		
Refunds	£ 489.99	
Bad Debt w/offs		

**TOTAL** £ 10,113.99 £ 9,101.87

**Net Profit (Loss)** 1,012.12  
**Balance B/Fwd** £3,900.18  
**Year End Total** £ 4,912.30

Nat West Bank £ 4,912.30  
 Refunds Due

**Year End 31 Dec20** £ 4,912.30

**Breakdown Balances**

Magazine £1,994.07  
 Community Assoc £2,918.23  
**Total** £4,912.30 31.12.21

Long Melford Community Association Accounts, are in accordance with the books and vouchers presented to me and appear to be a true reflection of the year ended 31.12.2021.

SIGNED   
 NAME E. MCCARTHY

DATE 14/3/22

### **War Memorial Structural Survey Report**

Document currently unavailable – to be provided prior to or at the Full parish Council Meeting to be held 09/06/2022

**D. Lovelock**

Clerk to the Council

01/06/2022

## Annual Tree Survey - Quotations

The Parish Council is responsible for a number of trees in the village, primarily located in the Melford Country Park, along the Melford Walk, in the Cemetery and Old Churchyards, and with a few others in Hall Street.

Every year the Parish Council arranges for a survey of these trees, to identify what works might be required to ensure that the health & safety of people who come into the immediate vicinity of them can be maintained, to protect adjacent properties from damage, and to monitor their condition so that they can be properly managed as a vital resource for the community.

Five arboricultural consultants were approached to quote for the annual survey of the Council's trees, including Haydens who conducted the survey last year. Three consultants responded; Haydens was not among them.

The three quotes received were as follows:

- **CONSULTANT A : £875 ex VAT**
- **CONSULTANT B : £368 ex VAT**
- **CONSULTANT C : £528 ex VAT**

All of the consultants contacted were provided with access to the last Tree Survey to use as a basis upon which to quote. For information, the survey conducted in 2021 was priced at £1,080 ex VAT.

**D. Lovelock**

Clerk to the Council

30/05/2022

## New LGA Model Councillor Code of Conduct - Briefing

### The New Code

In December 2020 the Local Government Association (LGA) approved its new Model Councillor Code of Conduct, with the aim for it to be adopted by all levels of local government, effectively as a national Code.

### Summary

In Suffolk, the five principal authorities have adopted the new Code, including Suffolk County Council and Babergh District Council, and they have strongly recommended that all parish and town councils in their areas adopt it also.

The 'Suffolk Code', introduced in 2012, has largely served well but contains a number of weaknesses which are largely addressed in the new LGA model. (It should be noted that there are no additional sanctions, as recommended by the Committee of Standards in Public Life in its 2019 review, the Government having rejected this and virtually all of its other recommendations).

### What are the main differences?

The LGA Code builds on the Seven Principles of Public Life (The Nolan Principles) and establishes a set of general values specifically designed for the role of councillor. In general, it provides more explanation of what the rules mean, with further detail contained in the Code guidance notes.

It applies to councillors acting in that capacity, or if their actions would give the impression that they are acting as a councillor.

The code applies to all forms of communication and interaction, including:

- face-to-face, online or telephone meetings
- written, verbal and non-verbal communication
- electronic and social media communication, posts, statements and comments

The rules on declaring and accepting gifts and hospitality are much clearer.

The biggest change for councillors in the Suffolk area relates to their interests. While the old Suffolk Code addresses this matter, it is largely silent regarding interests that are neither 'disclosable pecuniary interests' (DPIs), or 'local non-pecuniary interests' (LNPIs). It does not, for example, cater effectively for situations such as where a councillor attends a meeting to consider a proposed building development, which would spoil his view of the river. Currently it's unclear if this constitutes the councillor's DPI (even if the development might affect local property prices), and the Suffolk Code leaves only the Nolan Principles as a general consideration as to whether the councillor should restrict their involvement in the meeting.

The new Code introduces a completely new category of 'non-registerable interests' (NRIs) which address such situations, requiring declaration and withdrawal if the matter directly relates to the financial interest or well-being of the councillor (or a close relative or associate). Furthermore, if a matter affects a councillor's financial interest or well-being more than the majority of parishioners, then this has to be declared also.

An application (in writing) can be made to the Council for a dispensation to take part in consideration of matters falling under each of the three councillor interest categories. However, dispensations can only be granted in specific circumstances.

### D. Lovelock

Clerk to the Council

26/05/2022

### Update on Cordell Place Play Area - June 2022

Further to Action Plan item 5 of FPC minutes of February 3rd 2022 and referring to Minute Reference 21/11-5(h) of November 2021 FPC.

Contact has been made with two of the original equipment suppliers to ascertain the likely cost of bringing the entire site 'ground areas' up to standard and the replacement of several items of **near obsolete** play equipment.

At this stage these are cost estimates and can be viewed at:-  
(Playdale May 2022 update) and (Wicksteed May 2022 update) as attached

With these estimated costs standing at almost £80,000 the following motion is put before FPC:-

Motion: That the Council acknowledges receipt of Babergh District Council's grant offer of £30,000 for LMPC to take on full responsibility for the existing equipment, upgrading and on-going care and maintenance of the entire play area, and advise it that based upon quotes received for the required remedial work required to bring the facility up to standard, LMPC considers an appropriate grant offer needs to be £60,000.

The above-mentioned sums are not related to the Capital Scheme for the provision of the new Young Children's fenced play area that was covered in Appendix 9 of the LMPC meeting of November 2021 – Minute Reference 21/11-5(h)

It is expected that these new scheme costs are likely to have risen by approximately 10% (£5,250) see (Wicksteed revised quote attached)– additionally LMPC is likely to face an annual cost of approximately £10,000 for regular grass cutting, three statutory inspections per annum with possible spin-off maintenance costs and also increased insurance premiums for taking responsibility of the entire play area.

Hence LMPC has to consider the following financial implications

Refurbish faulty ground areas and replace six near obsolete items	80,000
<b>Requested Grant from Babergh District Council</b>	<b>-60,000</b>
New Children's Play area as planned – Appendix 9 of 21/11-5(h)	52,470
Indicative price increase = + 10%	5,250
Annual running, inspection, maintenance and insurance - estimate	10,000
<b>Previously anticipated from BDC Capital Grant</b>	<b>-15,000</b>
<b>Section 106 previously agreed from BDC</b>	<b>-12,942</b>
Proposed unused Street Lighting reserve from LMPC	-15,927
<b>Sum to be allocated to this overall project</b>	<b>43,851</b>

A massive shortfall, fully justifying the application to BDC for increasing the Grant from £30K to £60K, albeit there are several estimated costs above.

Possible income sources - Locality budget contributions of £2,000 and some Local sponsorship estimated at £1,000. There are most certainly external Grant Giving opportunities to be explored?

# **Cordell Place Playground, Long Melford**

## **Play Development Proposals**

# Cordell Place Playground, Long Melford - Site Overview



# Cordell Place Playground, Long Melford

Newer Stainless Steel Equipment – general recommended improvements

Generally the equipment is in good serviceable order. The key items may benefit from a better quality bonded rubber surface – key items as:

Cone Climber  
Spinner  
Aero Whirl  
Mega Swing

Budget figure: £15k

Bonded Rubber Mulch Surface



Photos of existing items



# Cordell Place Playground, Long Melford

## Existing Older Play Equipment

5 x Items with limited life:

- 2 Bay Swings
- Square Cube Climber
- Roundabout
- Two Tower Multi Play
- Junior Swings Swings
- Spaceship Rocker – could remain



# Cordell Place Playground, Long Melford



To replace –  
2 Bay Junior Swings  
Multi Climber Frontiers 'Origin'  
Big City Antwerp Multi Play  
City Team Swing  
Inclusive Orbit Roundabout



# Cordell Place Playground, Long Melford - Conclusion





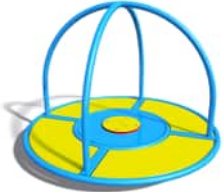

Scott Powells  
Long Melford Parish Council  
TBC  
Suffolk



**Quotation from:**  
Jodie Midlane

[jmidlane@wicksteed.co.uk](mailto:jmidlane@wicksteed.co.uk)

**Date:** 25/05/2022  
**Valid to:** 08/06/2022

Thank you for your interest in our products and services, we are pleased to present the details of our quote which you can find below.

	Code	Description	Unit	Qty	Total
	INSTALLATION	Dig out, remove and dispose of the existing 2 bay swing, steel climber, red roundabout, rocking roquette, 1 bay swing and the 2 tower climbing unit with slide	£3,748.00	1.0	<b>£3,748.00</b>
		<b>Viking Swing - 2450mm(8') - 2 Bay 2 Flat &amp; 2 Cradle Seats : Eco-Tumble Onto Existing Wet Pour</b>		1.0	£8,726.00
	6040-104FC	<i>Viking Swing - 2450mm(8') - 2 Bay 2 Flat &amp; 2 Cradle Seats</i>	£4,077.00	1.0	
	6040-104FC-INST	<i>Installation of Viking Swing - 2450mm(8') - 2 Bay 2 Flat &amp; 2 Cradle Seats</i>	£953.00	1.0	
	ECOWP1440	<i>Eco-Tumble Onto Existing Wet Pour 1.440m FFH - SQM</i>	£88.00	42.0	
		<b>Forbidden City : Eco-Tumble Onto Existing Wet Pour</b>		1.0	£16,644.00
	640-FORB	<i>Forbidden City</i>	£12,495.00	1.0	
	640-FORB-INST	<i>Installation of Forbidden City</i>	£1,377.00	1.0	
	ECOWP905	<i>Eco-Tumble Onto Existing Wet Pour 0.905m FFH - SQM</i>	£88.00	31.5	
		<b>Junior Comet : Eco-Tumble Onto Existing Wet Pour</b>		1.0	£5,170.00
	6020-087	<i>Junior Comet</i>	£2,711.00	1.0	
	6020-087-INST	<i>Installation of Junior Comet</i>	£523.00	1.0	
	ECOWP1000	<i>Eco-Tumble Onto Existing Wet Pour 1.000m FFH - SQM</i>	£88.00	22.0	
		<b>Viking Swing - 2450mm(8') - 1 Bay 2 Flat Seats : Eco-Tumble Onto Existing Wet Pour</b>		1.0	£4,677.00
	6040-103	<i>Viking Swing - 2450mm(8') - 1 Bay 2 Flat Seats</i>	£2,147.00	1.0	
	6040-103-INST	<i>Installation of Viking Swing - 2450mm(8') - 1 Bay 2 Flat Seats</i>	£638.00	1.0	
	ECOWP1440	<i>Eco-Tumble Onto Existing Wet Pour 1.440m FFH - SQM</i>	£88.00	21.5	



	Code	Description	Unit	Qty	Total
	<b>4Saw Seesaw : Eco-Tumble Onto Existing Wet Pour</b>			1.0	£4,573.00
	6060-113	4Saw Seesaw	£2,820.00	1.0	
	6060-113-INST	Installation of 4Saw Seesaw	£521.00	1.0	
	ECOWP1000	Eco-Tumble Onto Existing Wet Pour 1.000m FFH - SQM	£88.00	14.0	
	<b>Treetop Towers Copa with Stainless Slide : Eco-Tumble Onto Existing Wet Pour</b>			1.0	£18,293.00
	675-COPA-SS	Treetop Towers Copa with Stainless Slide	£12,619.00	1.0	
	675-COPA-SS-INST	Installation of Treetop Towers Copa with Stainless Slide	£2,110.00	1.0	
	ECOWP1665	Eco-Tumble Onto Existing Wet Pour 1.665m FFH - SQM	£88.00	21.0	
	ECOWP990	Eco-Tumble Onto Existing Wet Pour 0.990m FFH - SQM	£88.00	19.5	
	HERAS-002	Heras Fencing Hire	£440.00	1.0	£440.00
	STORE-002	Secure Storage on/off site	£385.00	1.0	£385.00
	WELFARE-PORT	Welfare Facilities - Portaloo	£385.00	1.0	£385.00
	PII20	Post Installation Inspection	£695.00	1.0	£695.00
<b>SubTotal</b>					<b>£63,736.00</b>
20.0% Discount					-£12,747.20
Carriage					<b>£2,212.14</b>


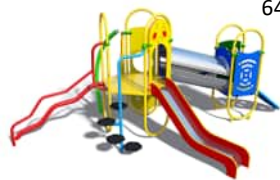
Please note the above quotation is subject to a full site survey to ensure the existing wetpour surface pads are sufficient for the EcoTumble to be installed onto and the quantities are correct

Notes: **E&oe.** Images are indicative. Colours shown are subject to change.

**Total excluding VAT £53,200.94**

Thank you for your interest in our products and services, we are pleased to present the details of our quote which you can find below.


	Code	Description	Unit	Qty	Total
<b>Supply and Installation of New Equipment:-</b>					
	6040-103C	Viking Swing - 2450mm(8') - 1 Bay 2 Cradle Seats	£2,480.00	1.0	<b>£2,480.00</b>
	6040-103C-INST	Installation of Viking Swing - 2450mm(8') - 1 Bay 2 Cradle Seats	£638.00	1.0	<b>£638.00</b>
	6020-080	Whizzy	£2,097.00	1.0	<b>£2,097.00</b>
	6020-080-INST	Installation of Whizzy	£523.00	1.0	<b>£523.00</b>
	6070-179	Wicksteed Flyer	£3,295.00	1.0	<b>£3,295.00</b>
	6070-179-INST	Installation of Wicksteed Flyer	£350.00	1.0	<b>£350.00</b>
	6070-180	Carriage 1	£1,095.00	1.0	<b>£1,095.00</b>
	6070-180-INST	Installation of Carriage 1	£224.00	1.0	<b>£224.00</b>
	PSSTN	Play Scene - Train Station	£442.00	1.0	<b>£442.00</b>

	Code	Description	Unit	Qty	Total
	PSSTN-INST	Installation of Play Scene - Train Station	£146.00	1.0	£146.00
	6060-054	Scramble Bike - Sit-on Springy	£935.00	1.0	£935.00
	6060-054-INST	Installation of Scramble Bike - Sit-on Springy	£271.00	1.0	£271.00
	640-DINO	Dinosaur's Domain	£10,995.00	1.0	£10,995.00
	640-DINO-INST	Installation of Dinosaur's Domain	£900.00	1.0	£900.00

**Supply and Installation of a New Wetpour Surface Pad to Cover the Whole Area of 10m x 15m:-**

BLKEFWP1140	Black Eco-Fleck Wet Pour 1.140m FFH - SQM	£79.00	165.0	£13,035.00
BASEWPIG	Baseworks Wet Pour Into Grass - to create a stone base for the whole area inside the new fencing, utilising the existing concrete base of 35m2	£55.00	130.0	£7,150.00
KERB	Supply & Install Concrete Pin Kerb Edging - Lin Mtr	£24.00	50.0	£1,200.00

**Supply and Installation of New Fencing & Gates:-**

	BOW1000COL	Bow Top Fencing 1000mm high - Painted	£110.00	50.0	£5,500.00
	BOW1000COL-INST	Installation of Bow Top Fencing 1000mm high - Painted	£40.00	50.0	£2,000.00
	NFLGATE10	Flat Top Single Self-Closing Gate 1000mm High x 1100mm Wide	£1,495.00	2.0	£2,990.00
	NFLGATE10-INST	Installation of Flat Top Single Self-Closing Gate 1000mm High x 1100mm Wide	£182.00	2.0	£364.00
	HERAS-001	Heras Fencing Hire	£330.00	1.0	£330.00
	STORE-001	Secure Storage on/off site	£330.00	1.0	£330.00
	WELFARE-PORT	Welfare Facilities - Portaloo	£385.00	1.0	£385.00
	PII20	Post Installation Inspection	£695.00	1.0	£695.00

<b>SubTotal</b>	<b>£58,370.00</b>
18.5% Discount	-£10,798.45
Carriage	<b>£1,789.74</b>



**QUOTATION**  
**QUOTE REF: WLLQ2604**  
Cordell Road Play Area

Code	Description	Unit	Qty	Total
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Notes: **E&oe.** Images are indicative. Colours shown are subject to change.

**Total excluding VAT      £49,361.29**